MMSB-50

Enlisted Career Counseling and Evaluation unit

Unit Leader Brief

Brief Objectives

- Eligibility / Career Factors
- Official Records
- Promotion zones
- Master Brief Sheet Assessment
- Career Counseling Resources

Eligibility for Promotion

- Must have minimum PME completed and in the system before the board convenes
- Must meet all Marine Corps Standards
- Must be in the promotion zones as stated in the appropriate messages

Key Note: Being eligible does not mean that you are competitive as you must compete with your peers for the allocations available in your IMOS during that year's selection board.

Career Moves

- Duty Stations
- Billets

  (In and Out of MOS)
  - Your Career Progression is not dictated just by these choices but also by your performance
  - SNCO Promotions are competitive and you should ensure sound career choices and competitive performance

B-Billets and Special Duty

- B-Billets
  - Any billet outside your primary MOS
  - Any MOS from 8000-9998
  - Only five B-Billets are SDA‘s

- Special Duty Assignments (6)
  - Recruiting
  - Drill Instructor
  - Marine Security Guard
  - Marine Corps Security Forces
  - Marine Combat Instructor
  - Critical Skills (MARSOC Operators)

Special Duty Assignments

- The Promotion Board precepts Marines who are on or have successfully completed a Special Duty as “highly qualified”
- To be competitive for promotion, you should have a competitive record all around. Special Duty Assignments typically enhance your overall record

Your Official Record
Is Your Professional Resume

- Maintaining accurate and current Official Records are the responsibility of the Individual Marine
- Failure to maintain an accurate record is not grounds for Remedial Consideration
- Your Official Records are your personal representative to the Selection Board

Your Official Records
In Regards to Promotion

MCTFS	MBS	OMPF
Training Data PFT CFT PME Range Martial Arts	Old & New MBS Header Data Fitrep Listing	Four Folders **S** Folder **C** Folder **P** Folder **X** Folder

NOTE: MCTFS/3270 – Seen on the Header Data of the MBS & a few rosters from MMPR -
BIR/BTR is not used by the board -

Your OMPF

- S-Folder
- C-Folder
- P-Folder
- X-Folder

<u>Service Folder</u>…

1. Contract information
2. Discharge documents
3. General administrative and service documents used to compute service time for benefits, programs or retirement

Your OMPF

- S-Folder
- C-Folder
- P-Folder
- X-Folder

Commendatory & <u>Derogatory Folder</u>…

1. Civilian Education
2. PME Digital Diplomas
3. Personal Awards
4. Other significant achievements
5. Courts Martial and NJP
6. Material pertaining to adversity

Your OMPF

- S-Folder
- C-Folder
- P-Folder
- X-Folder

Performance Folder…

1. All fitness reports and standard addendum pages for Sergeants and above

Your OMPF

S-Folder

C-Folder

P-Folder

X-Folder

X - Folder…

1. Digital Promotion Photographs
2. Written (typically) the next day to your record
3. Good for multiple boards for 12 months from time taken

Your Record - Your Resume

- Audit your entire record regularly
- Date Gaps and/or missing items such as awards are not grounds for remedial consideration
- You are responsible for the accuracy of your official record
- Your records are your resume and your personal representative to the Selection Board

Promotion Zones

Above Zone	Been previously considered in the Promotion Zone
Promotion Zone	Primary zone for promotion based on JDOR and AFADBD
Below Zone	Projected to be in the Promotion Zone next year = (Free look)

The Below-Zone

- The President of the Board alone decides which packages should be briefed from the Below-Zone
  - The President of the Board can floor any case file from the Below-Zone
  - The Selection Board may select One or no more than 5% of that years allocations for that respective MOS for promotion from the Below-Zone

Reading Zones

Junior DOR

080301

If you were promoted before this date, you are in this zone!

AFADBD

980724

You need to have joined the Corps on or before this date to be in this zone!

Only if you have this exact JDOR, then…

Selection Board MARADMINs

***1st MARADMIN:**
60 days prior to the board
- **Initial zones**
- **Supplemental information**

***2nd MARADMIN:**
30 days prior to the board
- **Changes to initial zones**

***3rd MARADMIN:**
Published after the board lets out:
- **Selection list**
- **Final changes to zones!!!**

Fixing Date Gaps

- Contact your Reporting Senior and seek his/her assistance in resolving the date gap
- If after repeated attempts to seek assistance from the RS and you are not successful after a reasonable effort, contact MMSB-30
- MMSB-30 will review your effort and then direct the RS to fill the date gap
- If MMSB-30 is not successful in resolving this after 30 days, MMSB-30 will fill the date gap with an admin filler

MASTER BRIEF SHEET

******* ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *******

NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB
MOTIVATOR, I.M..	xxxxx1234	E7	GYSGT		20080101	2yr. 2mo.	HQMC PERSONNEL MANAGEMENT DIVISIO	ADMINISTRATIVE CHIEF	20100221

KEY DATE SUMMARY

DEAF	19951219
TIS	13yr. 8mo.
PEBD	19960731
AFADBD	19960731
OSCD	20081129
ACC COMM	
DOR COMM	
DOR LDO	
DSG PILOT	
DCADB	19960731
EAS	

AWARDS

NC	3		
NA	2		

MILITARY OCCUPATIONAL SPECIALTIES

PMOS	0111	ADMINISTRATIVE SPECIAL	AMOS4	0351	INFANTRY ASSAULTMAN
AMOS1	0911	Drill Instructor	AMOS5		
AMOS2	0918	Water Safety Inst	JOINT		
AMOS3	0933	Marksmanship Coach	BMOS	0111	ADMINISTRATIVE CHIEF

TRAINING SUMMARY

RIFLE	E/234	200703	1990
PISTOL	E/304	201203	
PFT	A/289	201002	
CFT	A/299	200912	
MCMAP	BRWN	200801	

LANGUAGES

Spanish

EDUCATION SUMMARY

CIVILIAN

2009	BACCALAUREATE
	CRIMINAL LAW
1996	HS DIPLOMA
	NO MAJ SUBJ INDC

MILITARY

2009	UNIT READINESS PLANNING (UR	2001	DRILL INSTRUCTOR
2009	ADVANCED PERSONNEL ADMINI	1996	ANTI TANK ASSAULTMAN
2009	AIRBORNE	1996	RECRUIT TRAINING, MALE
2007	COMBAT MARKSMANSHIP COAC		
2006	INTER PERS ADMIN		
2005	INTRODUCTION TO TQL		
2003	HIGH RISK PERSONNEL		
2004	ADMINISTRATIVE CLERK		
2002	MARINE COMBAT INSTRUCTOR		

PME

2008	SNCO ADVANCED COURSE
2006	SNCO ADV DIST EDU PROG
2005	WARFIGHTING SKILLS PROG
2001	AWS PHASE II (NONRES)
2000	AWS PHASE I (NONRES)
1999	SGT NONRES PROGRAM

******* PERFORMANCE EVALUATION SUMMARY *******

ADMINISTRATIVE SUMMARY

Grade / BMOS	OCC / Type	From / To	Months Com	Months Adv	Billet Description
SGT	CH	19991001	5		COMPANY ARMORER
0351	N	20000214		2	DBN 3DMAR 3DMARDI
SGT	TR	20000215	1		ARMORY CUSTODIAN
0351	N	20000316	X		GOLF COMPANY 2D BA
		20000317	2		
		20000511			POSSIBLE DATE GAP
SGT	FD	20000512	2		STUDENT
NA	A	20000630			AIT COMPANY SOI MCB
SGT	CH	20000710	3		SQUAD INSTRUCTOR
0351	N	20001023			TBNSOIMCBCAMPENCA
SGT	AN	20001024	5		SQUAD INSTRUCTOR
0351	N	20010331			TBN SOI MCB CAMPEN
SGT	CH	20020401	11		ASSAULT SQUAD LEADE
0351	N	20030215	X		TBN SOI MCB CAMPEN

REPORTING SENIOR MARKINGS

Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval	Promote	Reports	RPT Avg	RS Avg	Rs High	RPT at High	RV at Proc	Cum RV
1STLT DEELESS	D	D	C	D	D	C	C	D	C	D	C	D	D	H	Yes	5 of 13	3.62	3.44	4.85	1	94.12	91.27
CAPT HIGHMARK	D	D	C	D	D	C	C	D	C	D	B	D	D	H	Yes	6 of 23	3.54	3.01	3.54	1	100.00	100.00
CAPT MOTIVATOR	H	H	H	H	H	H	H	H	H	H	H	H	H	H	N/A						N/A	N/A
1STLT CURVING	F	F	F	F	E	F	E	E	E	E	D	D	E	H	Yes	1 of 6	5.38	5	5.38	1	N/A	100.00
CAPT HARDCORP	F	E	E	E	E	F	E	E	E	E	E	E	E	H	Yes	5 of 8	5.14	5.33	5.86	1	83.87	86.44
CAPT RANKING	E	E	D	D	E	E	E	F	E	D	C	D	D	H	Yes	20 of 43	4.54	3.25	4.54	3	100.00	100.00

REVIEWING OFFICER MARKINGS

Reviewing Officer / RO marks - same grade at processing	Observ / RO marks - same grade cumulative	Concur						
CAPT STACKEM			0/2	0/3	0/4	0/5	0/6	0/7	0/8
	Suff	Yes	3/1	3/2	12/3	32/4	19/5	5/6	0/7	0/8
CAPT STACKEM			0/1	0/2	2/3	6/4	5/5	0/6	0/7	0/8
	Suff	Yes	3/1	3/2	12/3	32/4	19/5	5/6	0/7	0/8
COL PANZER										
	InSuff									
CAPT LOWMARK			3/1	0/2	3/3	3/4	18/5	20/6	12/7	0/8
	Suff	No	2/1	0/2	5/3	7/4	24/5	26/6	16/7	1/8
LTCOL HIGHMAR			0/1	1/2	0/3	7/4	38/5	17/6	4/7	0/8
	Suff	Yes	3/1	1/2	0/3	9/4	46/5	19/6	5/7	1/8
LTCOL TOPTREE			0/1	1/2	0/3	7/4	38/5	17/6	4/7	0/8
	Suff	Yes	3/1	1/2	0/3	9/4	46/5	19/6	5/7	1/8

Master Brief Sheet
(Self Assessment)

********* ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *********

NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB
MOTIVATOR, I.M..	xxxxx1234	E7	N/A		20080101	2yr. 2mo.	HQMC PERSONNEL MANAGEMENT DIVISIO	ENLISTED CAREER COUNSELOR	20090221

KEY DATE SUMMARY

DEAF	19951219
TIS	13yr. 8mo.
PEBD	19960731
AFADBD	19960731
OSCD	20081129
ACC COMM	
DOR COMM	
DOR LDO	
DSG PILOT	
DCADB	19960731
EAS	20110316

AWARDS

NC	3v
NA	2
CR	2

MILITARY OCCUPATIONAL SPECIALTIES

PMOS	0369	Infantry Unit Leader	AMOS4		
AMOS1	0911	Drill Instructor	AMOS5		
AMOS2	0918	Water Safety Inst	JOINT		
AMOS3	0933	Marksmanship Coach	BMOS		

TRAINING SUMMARY

RIFLE	E/234	201001
PISTOL	M/304	201001
PFT	A/219	201201
CFT	A/299	201109
MCMAP	GREEN	

230-250 = COMPETITIVE

GREEN = AVG (UPGRADE)

LANGUAGES

1990	Spanish

EDUCATION SUMMARY

CIVILIAN

2009	BACCALAUREATE
	CRIMINAL LAW
0	HS DIPLOMA
	NO MAJ SUBJ INDC
	YEAR GRADUATED

MILITARY

2009	UNIT READINESS PLANNING (UR	2002	DRILL INSTRUCTOR
2008	INFANTRY OPERATIONS CHIEF	1996	MORTARMAN
2009	AIRBORNE	1996	RECRUIT TRAINING, MALE
2007	COMBAT MARKSMANSHIP		
2006	WATER SAFETY INSTRUCTOR		
2005	SCOUT SNIPER COURSE		
2003	HIGH RISK PERSONNEL		
2004	MARINE COMBAT INSTRUCTOR		
2002	MARINE COMBAT INSTRUCTOR		

PME

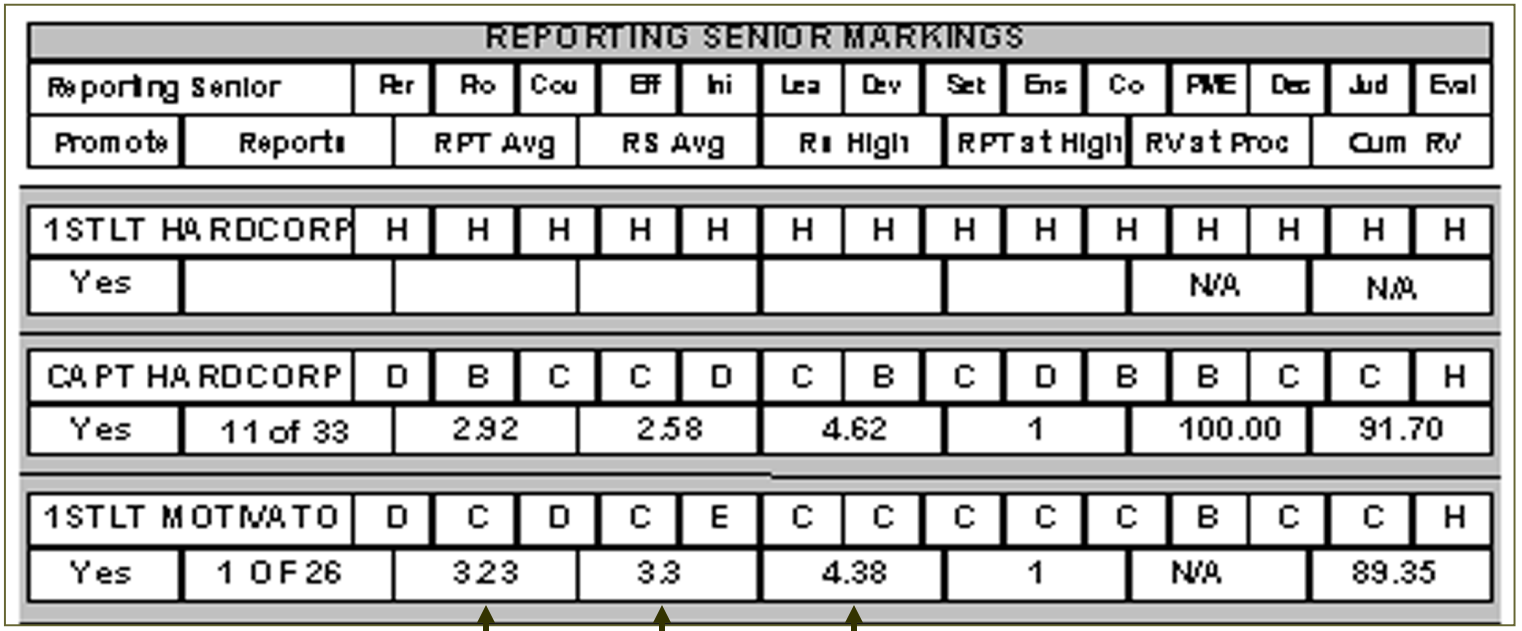
2010	SNCO ADVANCED COURSE
2008	SNCO ADV DIST EDU PROG
2006	WARFIGHTING SKILLS PROGRAM
2005	SOI INFANTRY UNIT LDR EPMET
2001	AWS PHASE II (NONRES)
2000	AWS PHASE I (NONRES)
1999	SGT NONRES PROGRAM

☐ SEJPME

☐ LEADING [illegible] (MARINE NET)

- Yellow Highlights indicate competitive aspects. Just because something is not highlighted does not mean it is not important
- Red indicates goals that are needed to enhance competitive-ness

Master Brief Sheet
(RS Profile)



REPORTING SENIOR MARKINGS														
Reporting Senior	Per	Ro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval
Promote	Reports	RPT Avg		RS Avg		Rs High		RPT at High		RV at Proc		Cum RV		
1STLT HARDCORP	H	H	H	H	H	H	H	H	H	H	H	H	H	H
Yes										N/A		N/A		
CAPT HARDCORP	D	B	C	C	D	C	B	C	D	B	B	C	C	H
Yes	11 of 33	2.92		2.58		4.62		1		100.00		91.70		
1STLT MOTIVATO	D	C	D	C	E	C	C	C	C	C	B	C	C	H
Yes	1 OF 26	3.23		3.3		4.38		1		N/A		89.35		

Fitness Report Average based on observed areas.

Score of the highest report written by RS on Marines of the same grade.

The RS's average based on reports written on Marines of the same grade.

Master Brief Sheet
(RAW Scores)

MISSION		CHARACTER			LEADERSHIP					INTELLECT			EVAL RESP
PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME	DEC	JUD	
D	B	C	C	D	C	B	C	D	B	B	C	C	
4	2	3	3	4	3	2	3	4	2	2	3	3	

VALUE	
A	1
B	2
C	3
D	4
E	5
F	6
G	7
H	0

Add the values

Divide by 13

Or the amount of observed attributes on this report.

REPORTING SENIOR MARKINGS

Reporting Senior		Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval
Promote	Reports		RPT Avg		RS Avg		Rs High		RPT at High		RV at Proc		Cum RV		
1STLT DEELESS		D	D	C	D	D	C	C	D	C	D	C	D	D	H
Yes	5 of 13		3.62		3.44		4.85		1		94.12		91.27		
CAPT HIGHMARK		D	D	C	D	D	C	C	D	C	D	B	D	D	H
Yes	6 of 26		3.54		3.01		3.54		1		100.00		100.00		

Master Brief Sheet
(Self Assessment)

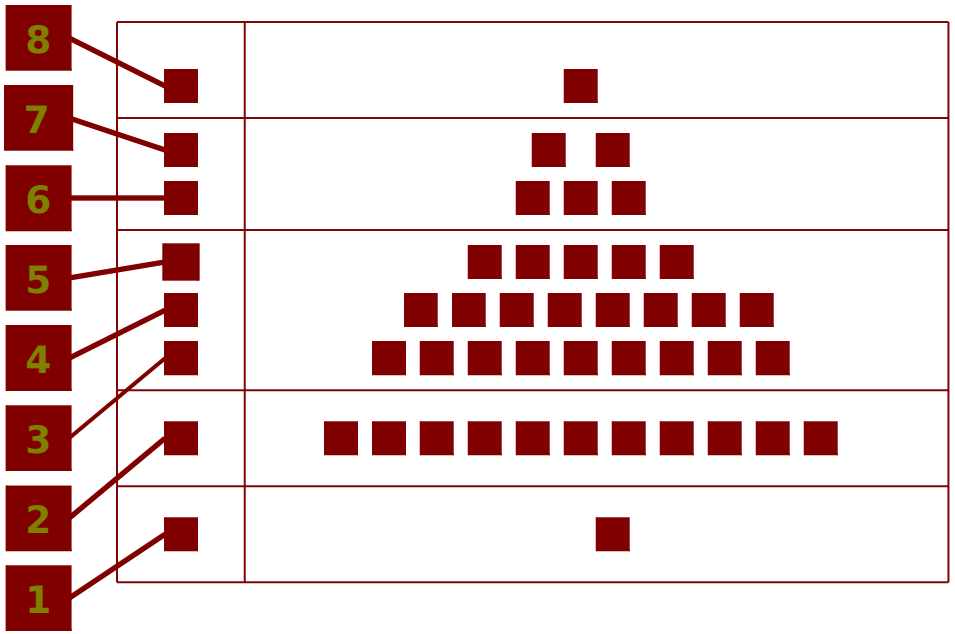
Relative Value (RV): (Processing/Cumulative)

- **93.34 – 100.00 A/Avg**
- **86.67 – 93.33 Avg**
- **80.00 – 86.66 B/Avg**

Reporting Senior

Master Brief Sheet
(RO Profile)

- Same grade only
- Will change as long as the RO continues to review Marines of the same grade



The box indicates where you are

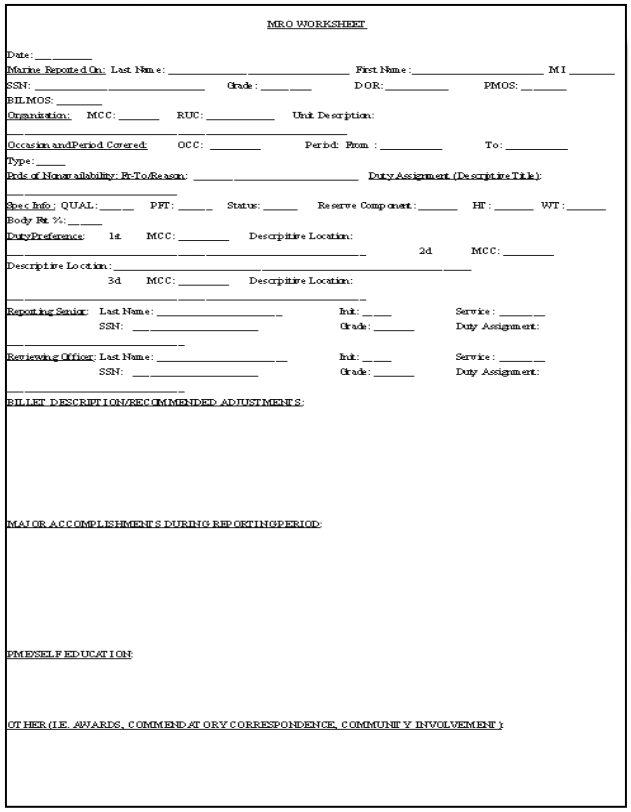
How many RO has ranked in that grade

0/1	0/2	1/3	0/4	4/5	0/6	0/7	0/8
1/1	2/2	8/3	11/4	15/5	3/6	1/7	0/8

Rank on the tree

The MRO Worksheet

- Directed by CMC -



MRO WORKSHEET

Date: _____

Marine Reported On: Last Name: _____ First Name: _____ MI _____

SSN: _____ Grade: _____ DOR: _____ PMOS: _____

BILMOS: _____

Organization: MCC: _____ RUC: _____ Unit Description:

_____

Occasion and Period Covered: OCC: _____ Period: From: _____ To: _____

Type: _____

Prds of Nonavailability: Fr-To/Reason: _____ Duty Assignment (Descriptive Title):

_____

Spec Info: QUAL: _____ PFT: _____ Status: _____ Reserve Component: _____ HT: _____ WT: _____

Body Fat %: _____

DutyPreference: 1st MCC: _____ Descriptive Location:

_____ 2d MCC: _____

Descriptive Location: _____

3d MCC: _____ Descriptive Location:

_____

Reporting Senior: Last Name: _____ Init: _____ Service: _____

SSN: _____ Grade: _____ Duty Assignment:

_____

Reviewing Officer: Last Name: _____ Init: _____ Service: _____

SSN: _____ Grade: _____ Duty Assignment:

_____

BILLET DESCRIPTION/RECOMMENDED ADJUSTMENTS:

MAJOR ACCOMPLISHMENTS DURING REPORTING PERIOD:

PME/SELF EDUCATION:

OTHER (I.E. AWARDS, COMMENDATORY CORRESPONDENCE, COMMUNITY INVOLVEMENT):

Intent...

1. A tool to assist the RS and MRO in establishing a clear understanding of the RS's expectations.
2. A means for the MRO to provide his or her RS a summary of major billet related accomplishments during the reporting period.
3. A tool for periodic counseling sessions.
4. Procedures outlined in Appendix-D of PES.

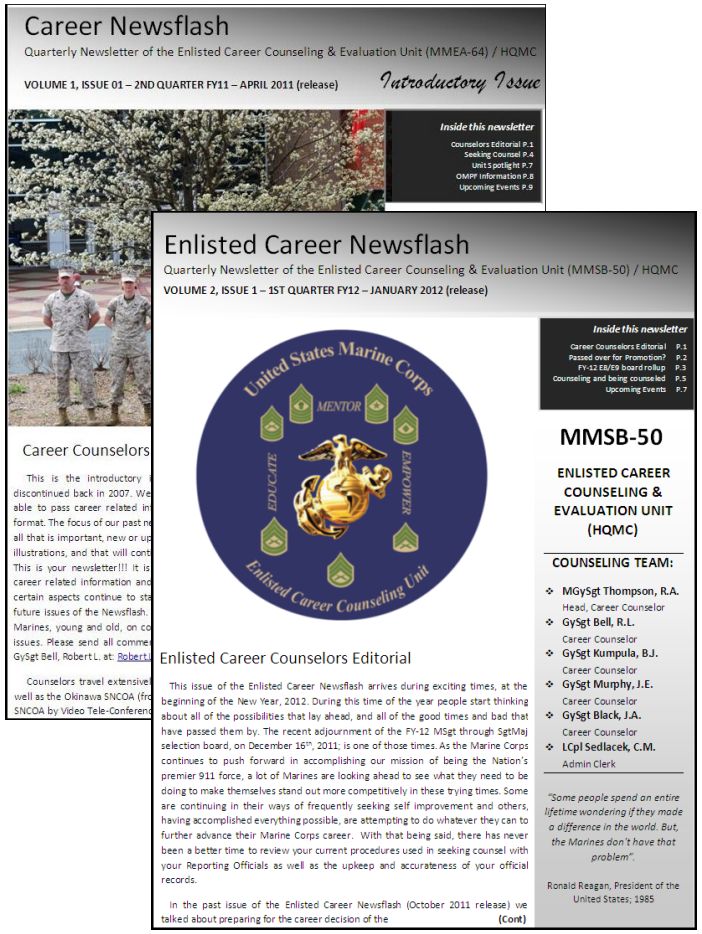
*** Seek Counsel with your Reporting Officials!! ***

Career Counselors website

- ‘One-Stop-Shop’ on all matters pertaining to enlisted careers
- Regularly updated
- Enlisted Career Newsflash
- Selection board compiled debriefs

- Web links:
  - Go to USMC.MIL
    - Click on Career/Manpower under Core Highlights (Bottom right)
      - Click on Enlisted Career Counselors under Top Requests

Enlisted Career Newsflash



Career Newsflash

Quarterly Newsletter of the Enlisted Career Counseling & Evaluation Unit (MMEA-64) / HQMC

VOLUME 1, ISSUE 01 – 2ND QUARTER FY11 – APRIL 2011 (release)

Introductory Issue

Inside this newsletter

Counselors Editorial P.1
Seeking Counsel P.4
Unit Spotlight P.7
OMPF Information P.8
Upcoming Events P.9

Career Counselors

Enlisted Career Newsflash

Quarterly Newsletter of the Enlisted Career Counseling & Evaluation Unit (MMSB-50) / HQMC

VOLUME 2, ISSUE 1 – 1ST QUARTER FY12 – JANUARY 2012 (release)

Inside this newsletter

Career Counselors Editorial P.1
Passed over for Promotion? P.2
FY-12 E8/E9 board rollup P.3
Counseling and being counseled P.5
Upcoming Events P.7

United States Marine Corps — MENTOR — EDUCATE — EMPOWER — Enlisted Career Counseling Unit

MMSB-50

ENLISTED CAREER COUNSELING & EVALUATION UNIT (HQMC)

COUNSELING TEAM:

- MGySgt Thompson, R.A. Head, Career Counselor
- GySgt Bell, R.L. Career Counselor
- GySgt Kumpula, B.J. Career Counselor
- GySgt Murphy, J.E. Career Counselor
- GySgt Black, J.A. Career Counselor
- LCpl Sedlacek, C.M. Admin Clerk

"Some people spend an entire lifetime wondering if they made a difference in the world. But, the Marines don't have that problem".

Ronald Reagan, President of the United States; 1985

Enlisted Career Counselors Editorial

This issue of the Enlisted Career Newsflash arrives during exciting times, at the beginning of the New Year, 2012. During this time of the year people start thinking about all of the possibilities that lay ahead, and all of the good times and bad that have passed them by. The recent adjournment of the FY-12 MSgt through SgtMaj selection board, on December 16th, 2011; is one of those times. As the Marine Corps continues to push forward in accomplishing our mission of being the Nation's premier 911 force, a lot of Marines are looking ahead to see what they need to be doing to make themselves stand out more competitively in these trying times. Some are continuing in their ways of frequently seeking self improvement and others, having accomplished everything possible, are attempting to do whatever they can to further advance their Marine Corps career. With that being said, there has never been a better time to review your current procedures used in seeking counsel with your Reporting Officials as well as the upkeep and accurateness of your official records.

In the past issue of the Enlisted Career Newsflash (October 2011 release) we talked about preparing for the career decision of the (Cont)

- Enlisted Career Counselors quarterly newsletter
- Released to the leadership by email
  - To all Enlisted Monitors for release to respective populations
  - To the ECC Distribution list
- Posted to our website in the first few weeks of each quarter along with all back issues
- Each issue has the very latest information that pertains to careers in 'Plain Talk'

Selection board compiled debriefs

- Conducted with every active duty enlisted promotion board upon their adjournment
- Reflects what issues the board members saw throughout the board process
- Provides Marines the ability to have insight into the board process and what could make them more competitive for the future
- Distributed throughout the Corps like the Enlisted Career Newsflash

References

Career Related Orders:

- Promotion Manual (vol 2-ENL): **MCOP1400.32D (W/Ch 1)**
- Enlisted remedial selection board: **MCO 5420.16D**
- PES Manual: **MCOP1610.7F (W/Ch 1-2)**
- Performance Evaluation Appeals: **MCO 1610.11C**
- Marine Corps Personnel Assignments: **MCO P1300.8R (w/Ch 8)**
- Retention & Career Development: **MCOP 1040.31**
- Professional Military Education: **MCO 1553.4B**
- Physical Fitness Program: **MCO 6100.13 (W/ Ch 1)**
- Body Composition & Military App: **MCO 6110.3 (W/ Ch 1)**
- MCMAP: **MCO 1500.59**
- Separation & Retirement: **MCO P1900.16 (W/Ch 1-2)**

- **See the Enlisted Career Counselors webpage for a complete listing!!**

Contact Information

Phone:

- **Toll Free: (800) 833-2320**
- **Commercial: (703) 784-9241**
- **DSN: 278-9241**

Email:

- **ecounselor@usmc.mil**

Website:

- www.usmc.mil
  - Under Corps Highlights
  - Click on Career / Manpower
  - Under Top Requests:
    - Enlisted Career Counselors

Reserve Counseling Unit:

- **Commercial: (877) 415-9275**
- **DSN: 278-9130/31/32**

MMSB Customer Service: (703) 784-5640